



EMPLOYMENT APPLICATION

HUMAN RESOURCES DEPARTMENT
 1666 North Main Street
 Walnut Creek, California 94596
 Telephone: (925) 943-5815
 Visit our web site at: www.walnut-creek.org
EQUAL OPPORTUNITY EMPLOYER

Form: App 2018-1-1

This area for
 Human Resources
 Department Use
 Only

PLEASE TYPE OR PRINT IN INK. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED

POSITION APPLIED FOR : _____ DATE : _____
 (Print exact title)

NAME : _____ LAST 4 DIGITS SOCIAL SECURITY NO. _____
 Last First Middle

ADDRESS: _____ TELEPHONES:
 Number Street Apt. Home: (____) _____
 Work: (____) _____

CITY: _____ STATE/ZIP: _____ Cell: (____) _____

OTHER NAMES YOU HAVE USED OR ARE KNOWN BY _____ e-mail: _____

CAN YOU, AFTER EMPLOYMENT, SUBMIT VERIFICATION OF YOUR RIGHT TO WORK IN THE UNITED STATES?

ARE ANY RELATIVES EMPLOYED BY THE CITY OF WALNUT CREEK? YES () NO () IF YES, PLEASE LIST.

WILL YOU ACCEPT TEMPORARY WORK? YES [] NO [] PART TIME? YES [] NO []

WILL YOU ACCEPT SHIFT, EVENING OR WEEKEND WORK, IF REQUIRED? YES [] NO []

DO YOU HAVE A CURRENT VALID DRIVER'S LICENSE? (CALIFORNIA LICENSE REQUIRED FOR POSITIONS WHICH REQUIRE DRIVING)
 YES [] NO []

DRIVER'S LICENSE NO.: _____ EXPIRATION DATE: _____

CRIMINAL CONVICTION AND DRIVING RECORD INFORMATION:
 Pursuant to California law, the City of Walnut Creek is no longer asking about a job applicant's criminal conviction history, if any, until after the City determines whether the applicant meets the minimum job qualifications. Any questions regarding a job applicant's criminal conviction history, and a driving record check for positions which require driving, will be conducted post minimum job qualification screening.

SPECIAL QUALIFICATIONS
 List licenses, certificates and/or registrations required for this job.

TITLE	DATE ISSUED	DATE EXPIRES	NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

OFFICE SKILLS: Typing Speed _____

EDUCATION & TRAINING :

Circle Highest Grade Completed 8 9 10 11 12 G.E. D. College 1 2 3 4 Grad Work? Yes No

Colleges or Universities attended	Location	Units Completed Semester Quarter	Major Subject	Type of Degree or Certificate	Date Degree or Cert. Awarded

EMPLOYMENT RECORD: Begin with present or most recent position. **List work record for past ten years, and include any other pertinent experience.** You may attach a resume but it is **NOT** a substitute for completing this section. Attach additional sheets if necessary.

MUST COMPLETE

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name:		Phone No: ()	Your duties were:		
Street Address:					
City:		State:	Zip:		
Name and Title of supervisor:					
Reason for leaving:			Number supervised:		
FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name:		Phone No: ()	Your duties were:		
Street Address:					
City:		State:	Zip:		
Name and Title of supervisor:					
Reason for leaving:			Number supervised:		
FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name:		Phone No: ()	Your duties were:		
Street Address:					
City:		State:	Zip:		
Name and Title of supervisor:					
Reason for leaving:			Number supervised:		
FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:		
Employer Name:		Phone No: ()	Your duties were:		
Street Address:					
City:		State:	Zip:		
Name and Title of supervisor:					
Reason for leaving:			Number supervised:		

May we contact your present employer as to your character, qualifications, etc? Yes [] No []

I hereby certify that all statements made herein or otherwise by me in applying for a position of employment with the City of Walnut Creek are true and correct. I understand and agree that my misstatement or omission of material fact will cause forfeiture of my rights to employment by the City of Walnut Creek. I understand that employment is contingent upon my provision of written verification of my identity and legal right to work in the United States.

DATE _____

SIGNATURE _____

SUPPLEMENTAL QUESTIONNAIRE

NAME : _____ DATE : _____

POSITION APPLIED FOR : _____

The information requested below will be used for statistical purposes only. It will enable the Human Resources Department to evaluate City selection processes for compliance with federal and state equal employment opportunity laws. This information is requested on a voluntary basis and will not be retained as part of your application. If you have any questions regarding this request, please contact the Human Resources Department. **Your application will be processed whether or not you complete these questions.** Thank you for your assistance.

_____ MALE _____ FEMALE

ETHNIC CATEGORY

_____ NATIVE AMERICAN The category "**Native American**" includes persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

_____ ASIAN The category "**Asian**" includes persons having origins in any of the original peoples of the Far East, southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, and Samoa.

_____ BLACK (non-Hispanic) The category "**Black**" includes Blacks, African-Americans, persons of Jamaican, Trinidadian, West Indian descent and persons having origins in any of the Black racial groups of Africa.

_____ FILIPINO The category "**Filipino**" includes all Filipino ancestry or ethnic origin.

_____ HISPANIC The category "**Hispanic**" includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ WHITE (non-Hispanic) The category "**White**" includes persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

_____ OTHER (Please specify) _____

JOB SOURCE INFORMATION

Please indicate where you learned of this job vacancy:

- _____ Interest Card Received / Walk-in to Human Resources Department
- _____ Newspaper (Please Specify) _____
- _____ City's web site
- _____ Internet bulletin board (Please Specify) _____
- _____ Job Flyer Posted at Another Agency
- _____ State Employment Office
- _____ Professional Journal or Publication (Please Specify) _____
- _____ College Placement Service
- _____ Friend or Relative
- _____ Other (Please Specify) _____